

**Project title:** Procurement of Management Services, Field Support Services Project in Kenya  
(2016-D-000240-1)

**A. QUESTIONS AND ANSWERS:**

<b>Q.1</b>	The RFP document indicates that we must have a Procurement Business Number. Kindly advise if Kenyan registered companies must have a PBN.
<b>A.1</b>	<p>Bidders are not required to have a Procurement Business Number (PBN) at the RFP Closing Date. However, obtaining a PBN is a condition of contract award, as stated in Section 1. <i>Instructions to Bidders</i>, paragraph 14.1.</p> <p>The selected Bidder must obtain a PBN before being awarded the Contract. Upon request by DFATD, the Bidder must provide, within the timeframe stated by DFATD, documentation to support compliance.</p> <p>To obtain a PBN, the Bidder should first obtain a Business Number from the <i>Canada Revenue Agency</i> (CRA) by filling form RC1, available at: <a href="http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html">http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html</a>. CRA's non-resident help lines are listed at: <a href="http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html">http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html</a>.</p> <p>For any further inquiries regarding PBNs, please contact <i>Public Works and Government Services Canada's</i> help line (1-800-811-1148</p>
<b>Q.2</b>	Kindly elaborate on the requirements of the Technical Specialists in relation to the other countries of accreditation needs.
<b>A.2</b>	Technical specialists will be procured on an as-needed basis for the other countries of accreditation. South Africa is expected to be the primary focus of FSS support outside of Kenya.
<b>Q.3</b>	In relation to the fees to be charged, will this cost escalate on a year to year basis based on the increase of cost of living?
<b>A.3</b>	<p>As indicated in the RFP, Section 1, Instructions to Bidders, paragraph 10.6 "<i>Fees and unit service rates/ costs must be expressed by year, for the duration of the Contract ....(i.e. Year 1, Year 2, Year 3, etc.)</i>"</p> <p>Therefore, the Fees submitted by the Bidder in their financial proposal are fixed on an annual basis for the duration of the contract. It is a business decision of the Bidder to incorporate an anticipated increase of cost of living, if any, in the annual Fees.</p>
<b>Q.4</b>	Is the proof of Insurance compulsory at the point of submission?
<b>A.4</b>	<p>As indicated in the RFP, Section 1. Instructions to Bidders, paragraph 14.1 "<i>Before award of a Contract, a Bidder must meet the conditions listed below.</i></p> <p>(a) <i>Financial Capability</i> (b) <i>Procurement Business Number</i> (c) <b>Proof of Insurance</b> (d) <i>Capacity to Operate in the Recipient Country and in the Project Location</i>"</p> <p>The proof of insurance is required at the time of the contract award, not at the time of proposal submission.</p>
<b>Q.5</b>	Kindly elaborate on the Errors and Omissions Liability Insurance. Will it also be required at the point of submission?

<b>A.5</b>	As indicated in the RFP, Section 1. Instructions to Bidders, the proof of insurance, including Errors and Omissions Liability Insurance is a condition that must be met before contract award. It is not a requirement at the time of proposal submission.
<b>Q.6</b>	What will be the legal status of the FSS in Nairobi
<b>A.6</b>	FSS is not an entity, therefore it does not have a legal status. Field Support Services Project is a development project of the Canadian Government.
<b>Q.7</b>	What will be the Tax status of the FSS in Nairobi
<b>A.7</b>	In addressing taxation in preparation of their proposals, Bidders must be guided by Section 1, Instructions to Bidders, clause 10.11 <i>"All other taxes, including but not limited to Local Taxes, must be included by the Bidders in the price."</i>
<b>Q.8</b>	In Terms of Reference, paragraph 2.2, Project Management, it is indicated that The Consultant is not responsible for the quality of deliverables produced by Technical Specialists. Therefore, who will be responsible for the quality of deliverables?
<b>A.8</b>	It is the responsibility of the Technical Specialists, under the respective contracts to be signed between the FSSP Consultant and the Technical Specialist(s), to ensure quality of deliverables.

**B. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**